



# MONTANA DEPARTMENT OF TRANSPORTATION INVITATION FOR BID (IFB) (THIS IS NOT AN ORDER)

**IFB Number:**  
#HWY-309520-RP

**IFB Title:**  
ALUMINUM SIGN BLANKS AND ALUMINUM SHEETS

**IFB Due Date and Time:**  
**APRIL 6, 2010**  
**3:00 p.m., Local Time**

**Number of Pages:** 11

## ISSUING AGENCY INFORMATION

**Procurement Officer:**  
RICHELE PARKHURST

**Issue Date:**  
MARCH 16, 2010

**MONTANA DEPARTMENT OF TRANSPORTATION  
PURCHASING SERVICES SECTION  
424 MOREY STREET  
PO BOX 20437  
BILLINGS MT 59104-0437**

**Phone:** (406) 657-0274  
**Fax:** (406) 256-6487  
**TTY Users,** (406) 444-7696

**Website:** <http://gsd.mt.gov/>

## INSTRUCTIONS TO BIDDERS

**COMPLETE THE INFORMATION BELOW AND  
RETURN THIS PAGE WITH YOUR SEALED BID  
AND ANY REQUIRED DOCUMENTS TO:**

**#HWY-309520-RP  
PURCHASING SERVICES SECTION  
424 MOREY STREET  
PO BOX 20437  
BILLINGS MT 59104-0437**

**Mark Face of Envelope/Package:**

**IFB Number:** #HWY-309520-RP  
**IFB Due Date:** APRIL 6, 2010

**SEALED BIDS** will be received and publicly opened  
in the Billings office at 3:00 pm.

**Attachments:** 1

## BIDDERS MUST COMPLETE THE FOLLOWING

**Federal Tax ID Number:**

**Bidder Name/Address:**

**Authorized Bidder Signatory:**

(Please print name and sign in ink)

**Bidder Phone Number:**

**Bidder FAX Number:**

**Bidder E-mail Address:**

**IMPORTANT: SEE STANDARD TERMS AND CONDITIONS**

HIGHWAY CIVIL RIGHTS

The Contractor must, in performance of work on this contract, fully comply with all applicable federal, state or local laws, rules and regulations. The Contractor must comply with the provisions of all appropriate federal laws, including Title VI of the Civil Rights Act of 1964. Any subletting or subcontracting by the Contractor subjects subcontractors to the same provisions of the appropriate federal laws, including Title VI of the Federal Civil Rights Act of 1964. In accordance with 49-3-207, MCA, the Contractor agrees that the hiring of persons to perform work on this contract will be made on the basis of merit and qualifications and that there will be no discrimination on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disabilities or national origin by the persons performing the contract.

BILL TO: DEPT OF TRANSPORTATION  
SIGN SHOP  
PO BOX 201001  
HELENA MT 59620-1001

F.O.B. LOCATION: DEPT OF TRANSPORTATION  
SIGN SHOP  
2701 PROSPECT AVENUE  
HELENA MT 59602

Questions may be directed to Harlan Davis at (406) 444-6357 in Helena. However, any changes to the requirements of the Invitation for Bid (IFB) can only be made by the Montana Department of Transportation (Department) in writing and claimed oral modifications are not valid or binding.

**1.0. STANDARD TERMS AND CONDITIONS**

By submitting a response to this invitation for bid, request for proposal or acceptance of a contract, the Contractor agrees to acceptance of the following Standard Terms and Conditions and any other provisions that are specific to this solicitation or contract.

**1.1. ACCEPTANCE/REJECTION OF BIDS OR PROPOSALS**

The Department reserves the right to accept or reject any or all bids or proposals, wholly or in part and to make awards in any manner deemed in the best interest of the Department. Bids and proposals will be firm for 30 days, unless stated otherwise in the text of the invitation for bid or request for proposal.

**1.2. ACCESS AND RETENTION OF RECORDS**

The Contractor agrees to provide the Department, Legislative Auditor or their authorized agents, access to any records necessary to determine contract compliance (Mont. Code Ann. § 18-1-118). The Contractor agrees to create and retain records supporting the services rendered or supplies delivered for a period of 3 years after either the completion date of the contract or the conclusion of any claim, litigation or exception relating to the contract taken by the State of Montana or third party.

**1.3. ALTERATION OF SOLICITATION DOCUMENT**

In the event of inconsistencies or contradictions between language contained in the Department's solicitation document and a Contractor's response, the language contained in the Department's original solicitation document will prevail. Intentional manipulation and/or alteration of solicitation document language will result in the Contractor's disqualification and possible debarment.

**1.4. ANTITRUST ASSIGNMENT CLAUSE**

All vendors, Contractors and subcontractors hereby assign to the State of Montana any and all claims or causes of action for any antitrust law violations or damages arising therefrom as to goods, materials and services purchased under the terms of this agreement and any change order that may result from this agreement. This assignment is made on behalf of the vendor, Contractor and all subcontractors, which may be hired or contracted with to furnish goods, materials or services.

### **1.5. ASSIGNMENT, TRANSFER AND SUBCONTRACTING**

The Contractor shall not assign, transfer or subcontract any portion of the contract without the express written consent of the Department. (Mont. Code Ann. § 18-4-141)

### **1.6. AUTHORITY**

The following bid, request for proposal, limited solicitation or contract is issued in accordance with Title 18, Montana Code Annotated and the Administrative Rules of Montana, Title 2, chapter 5.

### **1.7. BILLING**

The State of Montana cannot pay for materials or services in advance. All billing against this purchase order must be made only after completion of receipt of merchandise or services rendered.

### **1.8. COLLUSION PROHIBITED**

Prices quoted shall be established without collusion with other Contractors and without attempt to preclude the Department from obtaining the lowest possible competitive price.

### **1.9. COMPLIANCE WITH LAWS**

The Contractor must, in performance of work under the contract, fully comply with all applicable federal, state or local laws, rules and regulations, including the Montana Human Rights Act, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Any subletting or subcontracting by the Contractor subjects subcontractors to the same provision. In accordance with section 49-3-207, MCA, the Contractor agrees that the hiring of persons to perform the contract will be made on the basis of merit and qualifications and there will be no discrimination based upon race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability or national origin by the persons performing the contract.

### **1.10. CONFORMANCE WITH CONTRACT**

No alteration of the terms, conditions, delivery, price, quality, quantities or specifications of the contract shall be granted without prior written consent of the Department's Purchasing Section. Supplies delivered which do not conform to the contract terms, conditions and specifications may be rejected and returned at the Contractor's expense.

### **1.11. DEBARMENT**

The Contractor certifies, by submitting this bid or proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency. If the Contractor cannot certify this statement, attach a written explanation for review by the State.

### **1.12. DISABILITY ACCOMMODATIONS**

The State of Montana does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services or activities. Individuals, who need aids, alternative document formats or services for effective communications or other disability-related accommodations in the programs and services offered are invited to make their needs and preferences known to this office. Interested parties should provide as much advance notice as possible.

### **1.13. EXCEPTIONS**

A prospective Contractor may take "exception" to bid terms, conditions, specifications and dates stated within the bid package. However, the Department reserves the right to disqualify any and all bids submitted which include exceptions, if deemed not in the Department's best interest.

### **1.14. FACSIMILE RESPONSES**

Facsimile bids sent directly to the Department of Transportation will not be accepted; however, facsimile bids sent to a 3rd party and then delivered to the Department in a properly addressed, sealed envelope will be accepted.

### **1.15. FAILURE TO HONOR BID/PROPOSAL**

If a bidder/Contractor to whom a contract is awarded refuses to accept the award (PO/contract) or, fails to deliver in accordance with the contract terms and conditions, the Department may, in its discretion, suspend the bidder/Contractor for a period of time from entering into any contracts with the State of Montana.

### **1.16. FORCE MAJEURE**

Neither party shall be responsible for failure to fulfill its obligations due to causes beyond its reasonable control, including without limitation, acts or omissions of government or military authority, acts of God, materials shortages, transportation delays, fires, floods, labor disturbances, riots, wars, terrorist acts or any other causes, directly or indirectly beyond the reasonable control of the non-performing party, so long as such party is using its best efforts to remedy such failure or delays.

### **1.17. HOLD HARMLESS/INDEMNIFICATION**

Contractor agrees to defend, protect, indemnify and save harmless the State of Montana and Department against and from all claims, liabilities, demands, causes of action, judgments (including costs and reasonable attorneys fees) and losses to them from any cause whatever (including patent, trademark and copyright infringements) from the Agreement and its execution. This includes any suits, claims, actions, losses, costs or damages of any kind, including the State's and Department's legal expenses, arising out of, in connection with, or incidental to the Agreement, but does not include any such suits, claims, actions, losses, costs or damages which are solely the result of the negligent acts, omissions or misconduct of Department's employees if they do not arise out of, depend upon or relate to a negligent act, omission or misconduct of Contractor's employees. The Contractor assumes all responsibility for ensuring and enforcing safe working conditions and compliance with all safety-related rules and regulations for the benefit of its own employees, the employees of any subcontractor and the public. That responsibility includes all duties relating to safety, regardless of whether any such duties are, or are alleged to be, "nondelegable" (e.g., the Montana Safe Place to Work Statute, etc.). This indemnification is expressly intended by the parties to include any claims, liabilities, demands, causes of action, judgments (including costs and reasonable attorneys fees) and losses that are, or are alleged or held to be, based upon a breach by the Department of a nondelegable duty relating to workplace safety for the Contractor's employees, the employees of any subcontractor and the public.

### **1.18. LATE BIDS AND PROPOSALS**

Regardless of cause, late bids and proposals will not be accepted and will automatically be disqualified from further consideration. It shall be solely the Contractor's risk to assure delivery at the designated office by the designated time. Late bids and proposals will not be opened and may be returned to the Contractor at the expense of the Contractor or destroyed if requested.

### **1.19. PAYMENT TERM**

All payment terms will be computed from the date of delivery of supplies or services OR receipt of a properly executed invoice, whichever is later. Unless otherwise noted in the solicitation document, the Department is allowed 30 days to pay such invoices. All Contractors may be required to provide banking information at the time of contract execution in order to facilitate state electronic funds transfer payments.

### **1.20. PREPARATION OF BIDS**

Bids must be written in ink and/or typewritten on bid forms furnished herewith. Erasures and alterations must be initialed by the Contractor in ink. Verbal bids will not be accepted. Facsimile bids sent directly to the Department will not be accepted; however, facsimile bids sent to a third party and then delivered to the Department in a properly addressed, sealed envelope will be accepted. Bid quotations shall be considered firm for 30 days after the date of opening unless otherwise stated in writing within the bid package.

### **1.21. RECIPROCAL PREFERENCE**

The State of Montana applies a reciprocal preference against a Contractor submitting a bid from a state or country that grants a residency preference to its resident businesses. A reciprocal preference is only applied to an invitation for bid for supplies or an invitation for bid for nonconstruction services for public works as defined in section 18-2-401(9), MCA and then only if federal funds are not involved. For a list of states that grant resident preference, see <http://gsd.mt.gov/procurement/preferences.asp>

### **1.22. REFERENCE TO CONTRACT**

The contract or purchase order number MUST appear on all invoices, packing lists, packages and correspondence pertaining to the contract.

### **1.23. REGISTRATION WITH THE SECRETARY OF STATE**

Any business intending to transact business in Montana must register with the Secretary of State. Businesses that are incorporated in another state or country, but which are conducting activity in Montana, must determine whether they are transacting business in Montana in accordance with sections 35-1-1026 and 35-8-1001, MCA. Such businesses may want to obtain the guidance of their attorney or accountant to determine whether their activity is considered transacting business.

If businesses determine that they are transacting business in Montana, they must register with the Secretary of State and obtain a certificate of authority to demonstrate that they are in good standing in Montana. To obtain registration materials, call the Office of the Secretary of State at (406) 444-3665 or visit their website at <http://www.sos.state.mt.us>.

### **1.24. REJECTION OF BIDS**

The Department reserves the right to reject any and all bids (wholly or in part) which fail to meet the terms, conditions and specifications of the bid package; or, are determined to be not in the Department's best interests; or, for which funding is not available. The Department reserves the right to reject bid proposals, waive technicalities or advertise for new proposals. Bids will be firm for 30 days, unless stated otherwise in the text of this invitation for bid.

A written or verbal explanation regarding rejected bids may be obtained by contacting the Purchasing Services Section (406) 657-0274 in Billings.

### **1.25. SEPARABILITY CLAUSE**

A declaration by any court, or any other binding legal source, that any provision of the contract is illegal and void shall not affect the legality and enforceability of any other provision of the contract, unless the provisions are mutually dependent.

### **1.26. SHIPPING**

Supplies shall be shipped prepaid, F.O.B. Destination, unless the contract specifies otherwise.

### **1.27. SOLICITATION DOCUMENT EXAMINATION**

Contractors shall promptly notify the Department of any ambiguity, inconsistency or error, which they may discover upon examination of a solicitation document.

### **1.28. TAX EXEMPTION**

The State of Montana is exempt from Federal Excise Taxes (#81-0302402).

### **1.29. TECHNOLOGY ACCESS FOR BLIND OR VISUALLY IMPAIRED**

Contractor acknowledges that no state funds may be expended for the purchase of information technology equipment and software for use by employees, program participants or members of the public unless it provides blind or visually impaired individuals with access, including interactive use of the equipment and services, that is equivalent to that provided to individuals who are not blind or visually impaired. (Mont. Code Ann. § 18-5-603) Contact the State Procurement Section at (406) 444-2575 for more information concerning nonvisual.

### **1.30. UNAVAILABILITY OF FUNDING**

The contracting agency, at its sole discretion, may terminate or reduce the scope of the contract if available funding is reduced for any reason. (Mont. Code Ann. § 18-4-313 (3))

### **1.31. UNIT PRICE**

Unless otherwise specified, the unit price for each line item must be provided in the appropriate space within the bid document. This shall be known as the "base" bid. The unit price for multiple items must be extended to reflect the total price for the quantity of items requested. Unless otherwise specified, the unit price shall prevail.

### **1.32. U.S. FUNDS**

All prices and payments must be in U.S. dollars.

### **1.33. VENUE**

This solicitation is governed by the laws of Montana. The parties agree that any litigation concerning this bid, request for proposal, limited solicitation or subsequent contract, must be brought in the First Judicial District in and for the County of Lewis and Clark, State of Montana and each party shall pay its own costs and attorney fees. (Mont. Code Ann. § 18-1-401)

### **1.34. WARRANTIES**

The Contractor warrants that items offered will conform to the specifications requested, to be fit and sufficient for the purpose manufactured, of good material and workmanship and free from defect. Items offered must be new and unused and of the latest model or manufacture, unless otherwise specified by the State. They shall be equal in quality and performance to those indicated herein. Descriptions used herein are specified solely for the purpose of indicating standards of quality, performance and/or use desired. Exceptions will be rejected.

## **2.0. GENERAL INFORMATION**

### **2.1. CONTRACT EXTENSION**

The resulting purchase order may, upon mutual agreement, be extended in one (1) year increments for a period not to exceed a total of three (3) years, [two (2) additional years]. This extension is contingent upon legislative appropriations and in no case may a purchase order run longer than three (3) years. Extension of this purchase order will be possible only by way of duplication of the terms, conditions and prices of the original existing purchase order.

Any intention to extend the purchase order must be initiated in writing no later than forty-five (45) days prior to the termination date of the existing purchase order or termination date of a purchase order, which has been previously extended.

The purchase order term for renewals is from April 20<sup>th</sup> to April 19<sup>th</sup>.

### **2.2. PRICE ADJUSTMENTS NEGOTIATED BASED ON CHANGES IN VENDOR'S COST**

Price adjustments may be permitted at the time of purchase order renewal through a process of negotiation with the vendor and the Department. Any price increases must be based on demonstrated industry-wide or regional increases in the vendor's cost. Publications such as the Federal Bureau of Labor Statistics and the Consumer Price Index (CPI) for all Urban Consumers may be used to determine the increased value.

### **2.3. TERMINATION OF CONTRACT**

The resulting purchase order may be terminated for failure to provide the services enumerated herein. Upon receiving written notice from the Department, the Vendor has 24 hours to cure the failure; the Vendor's failure to cure the failure within the time allowed will be grounds for the immediate termination of this purchase order.

The resulting purchase order may be terminated by the Department without cause; the Department must give written notice of intention to do so to the Vendor at least thirty (30) days prior to effective day of termination, unless immediate termination is necessary.

If the Vendor fails to provide services required by the purchase order or such services within the time specified herein or any extension thereof, the Department may, by written notice of default to the vendor, cancel the whole or any part of the purchase order upon written notice.

The Department may, upon finding that the Vendor is not in compliance with any law or regulation, or applicable licensure and certification requirement, cancel the resulting purchase order upon written notice to the Vendor.

The above remedies are in addition to any other remedies provided by law or the terms on the purchase order.

## **2.4. ORDERING/QUANTITIES**

Ordering will be done on an “as needed” basis. The Department makes no commitment, either stated or implied, to purchase any specific amount of aluminum sign blanks or aluminum sheets.

## **2.5. DELIVERY**

Items ordered under the terms and conditions of this purchase order shall be delivered not more than forty-five (45) working days after written (facsimile) request by the Maintenance Division's Sign Shop. Failure to maintain this required delivery schedule may, at the option of the Department, result in cancellation of the entire purchase order.

## **2.6. PROCUREMENT CARD**

The Department has implemented a Procurement Card Program to allow purchases made from this purchase order to be charged. This will be the preferred method of payment. Successful vendor must accept the State's procurement card.

## **3.0. COMMODITY SPECIFICATIONS**

Provide and deliver F.O.B. Helena, Montana, on an “as needed” basis, Aluminum Sign Blanks and Aluminum Sheets per the specifications listed herein.

### **3.1. PRODUCT SPECIFICATIONS**

- 3.1.1. Aluminum will be cut from sheets consisting of AA5052-H38 or AA6061-T6 conforming to A.S.T.M. B-209 with the aluminum being prepared in accordance with A.S.T.M. B-449 Class 2. A.S.T.M. F22-65 (re-approved 1983) Hydrophobic Surface film tested by water break test.
- 3.1.2. Blanks shall be continuous section of the length, width and thickness with the required holes, corner radii and shape as specified on the request and/or drawings. Purchase Order items #4, 5, 6, 10, 12, 16, 21, 23 and 26 identified with a (\*) beside them, shall be punched for vertical and horizontal or diamond/square.
- 3.1.3. All fabrication will be accomplished prior to the application of the chemical conversion coating.
- 3.1.4. The material will not be inspected at the place of production but will be inspected at point of delivery in accordance with A.S.T.M. B-449 and A.S.T.M. B-209. Any material not meeting specifications will be the responsibility of the supplier to make deposition. Materials not meeting specifications will be deducted from the invoice for payment.

### **3.2. PACKAGING**

Aluminum blanks size 30" x 30" or smaller will be packaged ten (10) per package, offset for ease of counting. Larger blanks will be packaged five (5) per package, offset for ease of counting. Each package will be labeled on its top with the purchase order number, quantity, size and description of the blanks contained in the package. Only one (1) size blank per pallet or skid. The pallets shall have a minimum vertical clearance of 3 ½" and a minimum lateral clearance of 22" to allow use of a pallet jack and a forklift.



### **3.3. CERTIFICATION REQUIREMENT**

- 3.3.1. The successful vendor agrees that each delivered lot or shipment of sign blanks or sheets will include a completed and signed Certification Form (attached) guaranteeing the vendor's compliance with all specifications detailed or referenced herein.
- 3.3.2. Failure on the part of the successful vendor to include a completed and signed Certification Form with each delivery may result, at the Department's discretion, in return of that delivery to the vendor at the vendor's expense.

### **4.0. DELIVERY**

Delivery will be required on an "as needed" basis within forty-five (45) days from written (facsimile) order.

### **5.0. AWARD PROCESS**

Award will be on an all-or-none basis.

The Department also reserves the right to cancel this contract if cancellation is deemed to be in the Department's best interest.

### **6.0. QUOTE SECTION**

Provide and deliver on an "as needed" basis, Aluminum Sign Blanks and Sheets per all the specifications listed above.

The purchase order term is from April 20, 2010 through April 19, 2011.

The quantity sheet below reflects the Department's per item estimated usage. These estimates are provided for informational purposes only, the Department makes no commitment, either stated or implied, to purchase sign blanks and sheeting in any specific quantity.

QUANTITY SHEET				
ITEM NUMBER	SIGN BLANKS/SHEET ALUMINUM SIZES		ESTIMATED QUANTITY	UNIT COST
1.	10" x 18" x .080	Vertical Rectangle	450	\$
2.	10" x 27" x .080	Vertical Rectangle	1,200	\$
3.	10" x 36" x .080	Vertical Rectangle	300	\$
4.	12" x 18" x .080	Vertical Rectangle (*)	125	\$
5.	12" x 24" x .080	Rectangle (*)	200	\$
6.	12" x 36" x .100	Rectangle (*)	850	\$
7.	12" x 48" x .100	Vertical Rectangle	200	\$
8.	15" x 21" x .080	Horizontal Rectangle	150	\$
9.	15" x 30" x .080	Horizontal Rectangle	20	\$
10.	18" x 18" x .080	Diamond (*)	175	\$
11.	18" x 18" x .080	Octagon	50	\$
12.	18" x 24" x .080	Rectangle (*)	300	\$
13.	18" x 30" x .100	Horizontal Rectangle	100	\$
14.	18" x 36" x .125	Horizontal Rectangle	30	\$
15.	24" x 6" x .125	Horizontal Rectangle	75	\$
16.	24" x 24" x .080	Square (*)	450	\$
17.	24" x 24" x .080	Interstate Shield	30	\$
18.	24" x 30" x .080	Vertical Rectangle	1,250	\$
19.	24" x 36" x .100	Horizontal Rectangle	10	\$
20.	48" x 24" x .125	Horizontal Rectangle	75	\$
21.	30" x 30" x .080	Diamond (*)	600	\$
22.	30" x 30" x .080	Octagon	500	\$
23.	30" x 36" x .100	Rectangle (*)	40	\$
24.	30" x 48" x .125	Horizontal Rectangle	20	\$
25.	30" x 60" x .125	Horizontal Rectangle	40	\$
26.	36" x 36" x .100	Diamond (*)	725	\$
27.	36" x 36" x .100	Octagon	100	\$
28.	36" x 36" x .100	Pentagon (school)	30	\$
29.	36" x 36" x 36" x .100	(Yield)	20	\$
30.	36" x 48" x .125	Vertical Rectangle	200	\$
31.	48" x 48" x 36" x .125	Isosceles Triangle	100	\$
32.	48" x 36" x 30" x .125	Historic Point	30	\$
33.	48" x 48" x .125	Diamond	150	\$
34.	48" x 48" x .125	Pentagon (school)	10	\$
35.	48" x 60" x .125	Vertical Rectangle	20	\$
36.	48" x 48" x .125	Octagon	25	\$
37.	48" x 144" x .040	Sheet Aluminum	25	\$
38.	48" x 144" x .063	Sheet Aluminum	165	\$
39.	24" x 144" x .125	Sheet Aluminum	50	\$
40.	30" x 144" x .125	Sheet Aluminum	50	\$
41.	36" x 144" x .125	Sheet Aluminum	75	\$
42.	48" x 144" x .125	Sheet Aluminum	50	\$

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- \* Check our website for the latest addendum to the IFB
- \* Sign and return each addendum as required
- \* Review Standard Terms and Conditions
- \* Properly identify return envelope
- \* Sign your bid on the front page
- \* Initial any bid changes you made
- \* Review and complete all requirements listed herein to ensure compliance

- 11 -